



Job Opportunity Bulletin

Office Assistant (Typing)

1 Positions Available

Tenure/Timebase: Permanent/Full Time
Work Hours: 8:00 am – 5:00 pm
Office/Location: California Commission on Teacher Credentialing
Certification, Assignments & Waivers Division
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary: Range A \$2003 - \$2435/month
Range B \$2172 – 2641/month
Final Filing Date: June 8, 2006 or until filled
Contact: Erin Duff (916) 322-0038

DUTIES:

Under general supervision of the Office Services Supervisor II, the Office Assistant (Typing) performs the following:

- Receives and sorts all credential-related material by type. Opens mail and assembles into standard format. Verifies that the amount of the check is appropriate for the transaction requested by the applicant.
- Key enters data into Credentialing Automated System (CASE) and ensures checks in each batch balances.
- Responsible for daily banking and balancing, daily report, general ledger and monthly banking reports on a weekly rotational basis.
- Stamping and batching applications into batches of 40 on a weekly rotational basis.
- Process look-ups, track look-ups, returns, DPP, SLMS and route-to's in CASE and deliver to the appropriate unit or person.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Ability to work independently with minimal supervision
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Excellent interpersonal skills

WHO MAY APPLY:

Individuals who have eligibility to the above class (e.g., transfer, list, or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA) provisions.

IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678), to the above address, Attn: Erin Duff. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 06-155 on the front of the application. All applications will be reviewed; however, only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.